



Mark T. Brainard, President

MEMORANDUM

TO: All Delaware Tech Employees

FROM:  Mark T. Brainard, President

DATE: March 12, 2020

RE: Campus Events and Gatherings

The College continues to assess the impact of COVID-19 in consultation with public health officials and our internal coronavirus response committee. Based upon the best available information at this time, I have made the decision to cancel all external events and gatherings through March 31, 2020, and to restrict internal in-person events and gatherings to a maximum of 50 participants until further notice. A decision will be made regarding external events and gatherings scheduled for April and beyond at a later date.

An external event or gathering is any event or gathering hosted by a third party or in partnership with the College that will be attended by individuals who are not employed by or otherwise associated with the College in an official capacity. An external event or gathering does not include committees or working groups meeting in furtherance of College operations despite the presence or participation of advisors, contractors, or consultants who are not otherwise associated with the College.

College officials and employees who organize an internal meeting are encouraged to arrange for and allow participation through technology whenever possible. Internal in-person events or gatherings of more than 50 people must occur through technology or be cancelled/postponed. Meetings with more than 50 participants may occur provided that no more than 50 people are gathered together in the same physical space.

Athletic events are not subject to this directive. Guidance regarding athletic events will be the subject of a separate directive.

This guidance supersedes previous communications on this topic and is subject to change as warranted as the situation develops.

OFFICE OF THE PRESIDENT

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